



REQUIREMENTS FOR A BUILDING PERMIT

Construction is to 110 MPH Wind Zone and to Exposure C

Unless approved by the Building Department, a Site Plan shall be required for the following (but not limited to) projects.

Before you submit your application, please be sure that the project has been approved by the Board of Health; Conservation (if applicable); and has been reviewed by the Fire Department (the Fire Department may need 2 – 3 weeks to review your drawings).

- The job of this department **is to verify** the information *supplied by the applicant*.
- It is up to the applicant to bring in the proper information to this department for review.
- It is not the responsibility of this department to design your project or do the research as to if the lot is buildable. It is the responsibility of the applicant to provide this information.
- Regarding the build ability of a lot, the applicant should secure the services of an attorney to do the legal research into the history of the lot and supply the town with their findings.
- Regarding the construction of your project; the applicant should secure the services of either a licensed contractor or an architect to draw up the plans if the applicant does not have the necessary knowledge to design the project.

New Homes, Additions, Renovations

1. Fill out both sides of the building permit application.
2. Two copies of **a complete set** of plans, showing how the floor, walls, ceiling, roof, etc. is being framed. Also include a foundation plan (showing the thickness of walls, location of windows or vents). Also, include a floor plan showing all levels of the house, including the basement, with each room clearly labeled as to its use. Schedules, legends and/or details adequately depicting doors, windows and related material installations. If over 4 pages, one paper set and the **other on disk in a TIFF Format**.
3. For new homes and additions, a copy of the Resnet for energy compliance is to be submitted also.
4. Schedules, legends and/or details adequately depicting doors, windows and related material installations.
5. Copy of projected HERS rating.
6. For remodeling jobs, the plan should indicate the areas of where the work is to occur and a framing plan (as listed in item 2) is to be submitted.
7. All areas that are to be insulated are to be indicated and to be marked as to their R-value.
8. A plot plan to scale (not hand drawn) is to be submitted with the application, clearly showing the exact location of the proposed project.

Sheds, Decks

1. Fill out both sides of the building permit application.
2. Two copies of **a complete set** of framing plans, showing how the floor, walls, ceiling, roof, etc. is being framed.
3. For a deck, the plans are to show the framing of the deck, the size of the footings, the depth of the footings, and the railing with the balusters.
4. Any shed larger than 120 square feet (greater than 10x12) will need a foundation (slab, sono tubes).
5. A plot plan to scale (not hand drawn) is to be submitted with the application, clearly showing the exact location of the proposed project.

Swimming Pools

1. **NO** swimming pool permit shall be issued until the electrical permit is also applied for.
2. A plot plan to scale (not hand drawn) is to be submitted with the application, clearly showing the exact location of the proposed project.

REVIEW TIME

Is in accordance with Chapter 1, section 105.3.1 of the MA State Bldg. Code to review a permit application. This office aims for a turnaround period of two (2) weeks of receiving the application.

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